

## Proofpoint Secure Share User's Guide

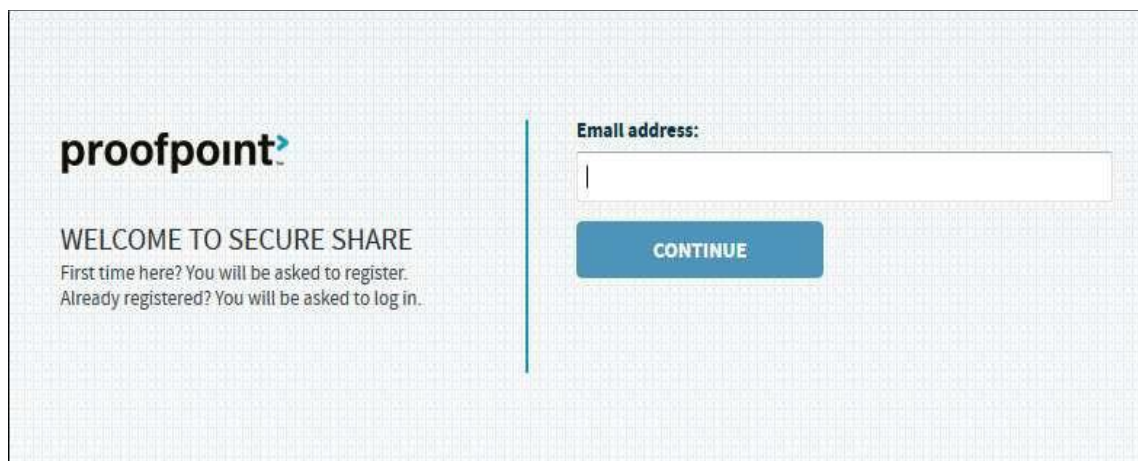
### Getting Started – Set Your Password

When you receive a Secure Share notification via email, you will be asked to create a password to access Secure Share. You only need to do this once to create your account.

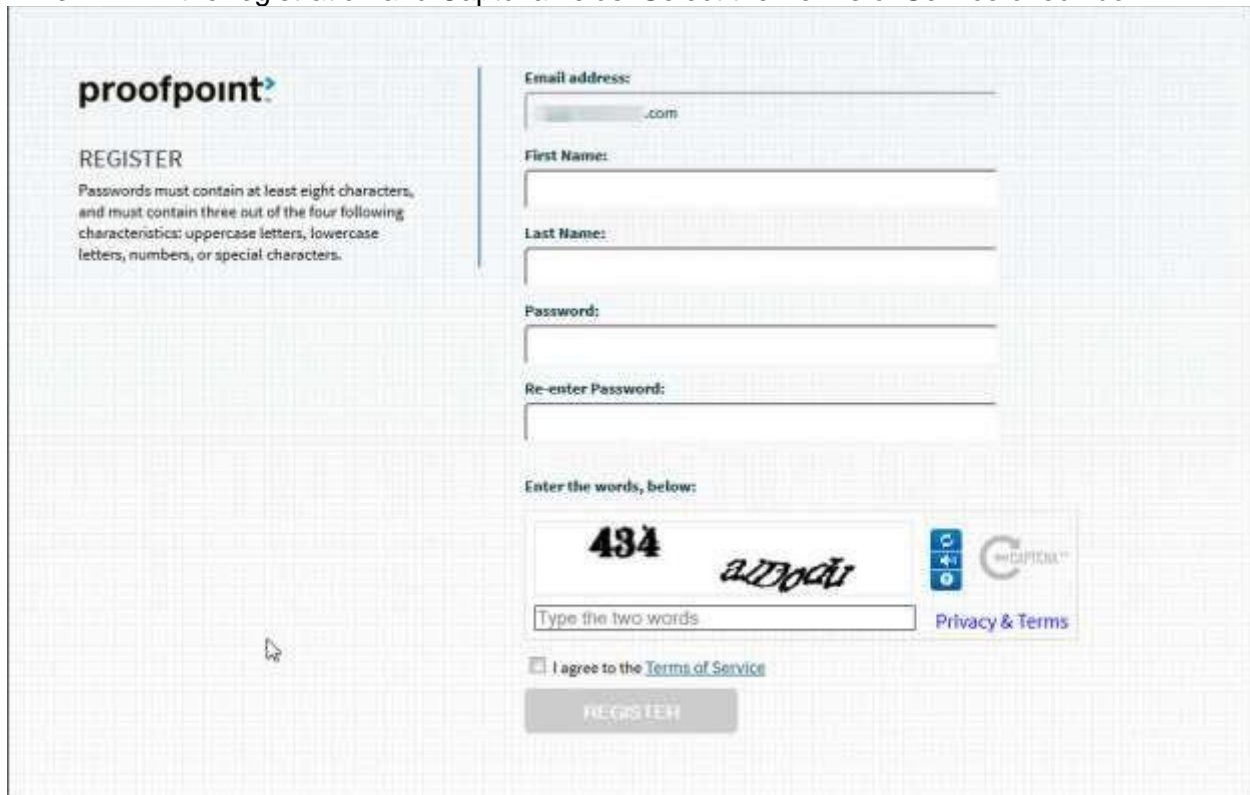
Follow the instructions in the registration screens to create your account. *Passwords must contain at least eight characters, and must contain three out of the four following characteristics: uppercase letters, lowercase letters, numbers, or special characters.*

Here is an overview of the registration process from a browser. The steps will be the same when you use the Secure Share Outlook plug-in for the first time, or if you receive an invitation from someone to join a Share.

1. Launch a browser and enter <https://secureshare.proofpoint.com> into the URL field or follow the link provided in Secure Share invitation.
2. Provide your email address and click **Continue**.

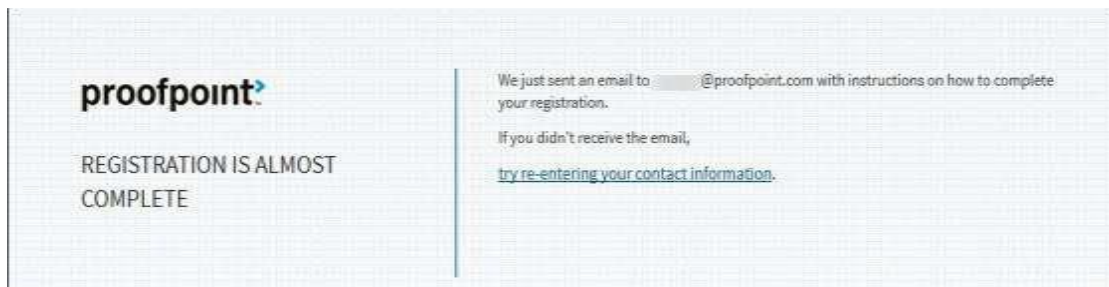
The screenshot shows the Proofpoint Secure Share registration interface. On the left, the Proofpoint logo is displayed above the text "WELCOME TO SECURE SHARE". Below this, a message states: "First time here? You will be asked to register. Already registered? You will be asked to log in." On the right side of the page, there is a form with the label "Email address:" above a text input field. Below the input field is a blue button labeled "CONTINUE".

3. Fill in the registration and Captcha fields. Select the Terms of Service check box.



The screenshot shows the Proofpoint registration page. On the left, the Proofpoint logo is at the top, followed by the word "REGISTER" and a paragraph of password requirements: "Passwords must contain at least eight characters, and must contain three out of the four following characteristics: uppercase letters, lowercase letters, numbers, or special characters." On the right, there is a registration form with the following fields: "Email address:" (with a placeholder ending in ".com"), "First Name:", "Last Name:", "Password:", and "Re-enter Password:". Below these is a CAPTCHA section titled "Enter the words, below:" showing the numbers "434" and the word "arrogant" in a stylized font. A text box below the CAPTCHA says "Type the two words". To the right of the CAPTCHA are icons for social media and a "CAPTCHA" logo. Below the CAPTCHA is a checkbox labeled "I agree to the [Terms of Service](#)" and a "Privacy & Terms" link. At the bottom of the form is a "REGISTER" button.

4. After you click **Register**, look in your inbox for an email to complete your registration.



The screenshot shows the Proofpoint registration confirmation page. On the left, the Proofpoint logo is at the top, followed by the text "REGISTRATION IS ALMOST COMPLETE". On the right, there is a confirmation message: "We just sent an email to [redacted]@proofpoint.com with instructions on how to complete your registration." Below this, it says "If you didn't receive the email, [try re-entering your contact information.](#)"

5. You will see a “Registration Successful” message.



The first time you log in to Secure Share from a browser, you will see a welcome message. It looks similar to this:



## Uploading Files

1. Fill out data summary file as per instructions in data submission file layout.
2. File Naming convention : <Clinic/Org Name>\_<PCP or CMHC>\_<Collection Start\_End Date>

**\*\* The name of the clinic/organization providing the services**

**File Name Example:**

St Johns Medical\_PCP\_062013\_122013.xls

↓

File Name to start with the name of the company

↓

Identify if PCP or CMHC

↓

Identify the collection start and end date

3. When uploading files that you want to share you can either drag the files in the Drag files here box or select the link to add files from your computer.

### Upload

Bill Jones

Started Jun 1, 2015 Expires Jul 31, 2015

0 B

0 FILES  
FILES VIEW

2 PARTICIPANTS  
MANAGE

31 DAYS REMAINING  
Drag to change expiration date  
30 Jun 31 Jul

CLICK HERE TO ADD FILES OR START BY DRAGGING FILES HERE  
Max file size : 5000 MB

Bill Jones Jun 1, 2015 - 9:13 PM 0 B | ACTIONS

You have been invited to share files with Bill Jones.

4. After the files have been uploaded you must complete the transfer by clicking DONE as shown below. Your files will be securely wiped if the DONE button is not selected.

